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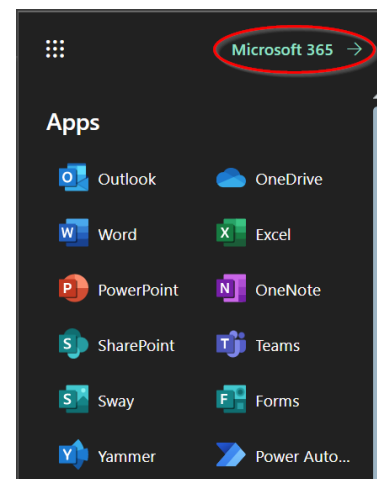
Your operating system probably keeps its version up to date as does your anti-virus and malware protection. It is a good idea to check your other software and firmware to ensure you are at the most current, i.e. *secure*, level. **Have you checked that your router's firmware is up to date? Your router can be a firewall against intrusion from the Internet but only if its firmware has been patched to plug security holes.**

Part 1 of 3: Microsoft (Office) 365

Microsoft 365 has cloud-based **Software-as-a-Service** for Office apps at mySeneca.ca.

The same Office applications can be [installed on your local machine](#) as client-side software which can run without a network connection. Even OneDrive will work locally as store-and-forward **Platform-as-a-Service** until synchronization with the cloud resumes.

For cloud folders *not* synchronized, e.g. for backup, OneDrive is **Infrastructure-as-a-Service**.



[How to Send a File \(click me\)](#)

Note that the minimum word counts suggested in the following questions gets more or less average marks depending on the quality of content. To go above average, see the marking rubric in course Announcements.

Note that [OneDrive for Business](#) (SharePoint) is different from [OneDrive for home](#)/personal use; assuming that OneDrive is the same everywhere is first-level, end-user thinking. You are an IT pro now: be suspicious of branding and marketing, assess features and function instead.

1. Microsoft 365 (15 points for this 3-part question, 150+ words total)

- ➔ 1a. What [Microsoft 365](#) tools, apps, and features support general collaboration – generating ideas, discussions, planning, creating – when working on a group project?
- ➔ 1b. A group of people must work together sharing a single file.
What would you use in Microsoft 365 to set that up, and what would you tell the group members to do?
- ➔ 1c. What can be used in Microsoft 365 to manage a set of many files when people are working as a group?

2. Local versus Cloud processing (15 points in 150+ words)

➔ Traditionally, companies ran all applications and databases on their own on premises servers (e.g. accounting) and end-user PCs (e.g. word processing, spreadsheets). Compare and contrast the traditional methods with doing everything "in the cloud".

3. Cloud Services (30 points)

➔ Fill in the table below. Define Infrastructure | Platform | Software as-a-Service concepts and give corresponding examples of MS 365 features which are **not** end-user applications, that is, features requiring IT expertise or developers to configure before being used by end users. Open Microsoft 365 in a browser, click the grid menu icon in upper left corner, select "More apps". See "Explore by category."

<https://www.office.com/apps/>

For Software as a Service, MS Office suite (Word, Excel, Outlook, etc.) comes to mind as the obvious SaaS example. Indeed it is, but for end users requiring almost no IT staff involvement. **Consider things from the server / IT services / Enterprise POV, not the end user's.**

[This IBM page](#) on ?aaS is a good overview as is their page on software at the [enterprise level](#).

N.B. The Internet is the delivery mechanism that makes ?aaS possible. *Every* ?aaS has a web-based user interface (e.g. for configuration), but the interface does not represent the service itself. ([The medium is not the message.](#))

N.B. Microsoft's Azure cloud computing platform is NOT Microsoft 365. It is similar to Amazon Web Services, Google Cloud, IBM Cloud, and others. The key word here is "platform". As such, they are [XaaS Everything/Anything-as-a-Service](#) which does not narrow it down much.

Computing Services	General Definition & Characteristics	What Microsoft 365 apps and services , which are not end-user applications like Word or Excel, fit the General Definitions & Characteristics <i>and why?</i>
IaaS Infrastructure as a Service		
PaaS Platform as a Service		
SaaS Software as a Service		Explore MICROSOFT DYNAMICS 365 or others

4. (40 points for 250+ words)

➔ **If Everything is a Service, then what do we have apart from a lot of subscriptions to various services?**

For the applications you use and the entertainment you enjoy, does it matter when you don't have the hardware, the software, or the files?

Is the [medium now the only message?](#)

Businesses purchase services instead of software and servers: Software | Platforms | Infrastructure as-a-Service. What was once physical has become virtual, all delivered by online services via subscription.

What happens when *having* something becomes having only *access* to something...when *things* have become *subscriptions* on a server in the cloud? Are we in the "[The End of Ownership](#)" era?

"The future has arrived — it's just not evenly distributed yet." — [William Gibson](#)
With Everything as a [subscription] Service, is it now evenly distributed?